




Forest Heights Police Department Policy and Procedures Manual

Subject:	Format for Orders and Detailed Written Reports		
General Order No. 2016-1	Effective Date: January 1, 2016		
Chapter: 1	Section: 6	Number of Pages: 3	Replaces: GO 2000
Issued: 01/01/16	Dates Revised:		

A. Purpose

To provide the format and instructions used for Forest Heights Police Department (FHPD) written communications.

B. First page format for General Orders (GO), Special Orders (SO) and Memoranda

	Forest Heights Police Department		
Subject:			
General Order No. 2015-xxx	Special Order No.	Memo No.	
Amends:	Cancels:	Replaces:	
Effective Date: Month (spelled out), day, Year		Number of pages: XX	
By Authority of: Chief of Police FHPD and Mayor, Town of Forests Heights (Signatures)			

C. General Instructions

1. Orders will be issued on 8 1/2" x 11" paper.
2. The first sheet will bear the official FHPD masthead.
3. The left margin will be 1.0 inch.
5. The right margin will not be less than one inch.
6. Single space all text.
7. Double space all paragraphs.
8. Number all pages, except the first page.
9. Center page numbers at bottom of the page.

D. Capitalization and Punctuation

1. Capitalization (the first letter of a word)
 - a. Department is capitalized when referring to the Forest Heights Police Department.
 - b. Chief is capitalized when referring to the FHPD Chief.
 - c. Do not capitalize generic form terminology, e.g., field reports, written reports, observation reports.
 - d. Do not capitalize state statutes, rules or regulations.
 - e. Capitalize "State" when it refers to Maryland.
 - f. Only capitalize "state police" when used with a state name, e.g., Virginia State Police.
 - g. Only capitalize "general order" or "special order" when referring to a specific order.
 - h. In outline format, if the heading is a phrase, capitalize the first letter of major words; if the heading is a sentence, follow normal capitalization rules.

Chapter 3 Section 6

- i. In outline format, when a colon is used after "for example" or "as follows" and before a series of phrases, and, if the phrases are listed, the first word of each of the phrases is capitalized.

EXAMPLE:

Distribute the form as follows:

- (1) Original to Finance Section; and
- (2) Yellow copy to file.

- j. In outline format, when a list of items that are not phrases follow a colon, the first letter of each word of the items is capitalized.

EXAMPLE:

A micro computer includes:

- (1) CRT;
- (2) Disk Drive; and
- (3) Key Board.

- k. In outline format, when a list of phrases follow a colon, and each phrase completes the sentence, the first word of each phrase is not capitalized.

EXAMPLE:

Duty sergeants will:

- (1) answer the phone; and
- (2) greet visitors.

2. Punctuation

a. Comma

Option: The use a comma before the "and" or "or" which precedes the final word or phrase of a series is optional. In recent times a comma has come to be acceptable in formal writings for a comma to be placed before and.

b. Period

In outline format, use a semicolon after each phrase or a list of items, a semicolon and "and" after the next to last phrase and a period after the last phrase which completes a sentence.

EXAMPLE:

Duty sergeants will:

- (a) be in uniform;
- (b) answer phone calls; and
- (c) greet visitors.

EXAMPLE:

The items in a patrol car are as follows:

- (a) Radio;
- (b) First Aid Kit; and
- (c) Jack.

c. Quotation Marks

- (1) A period or comma is placed within quotation marks.
- (2) A colon or semicolon is placed outside the quotation marks.
- (3) Titles of printed articles or pamphlets are set off with quotation marks.

d. Underlining

- (1) Titles of books and magazines are underlined.
- (2) Titles of publications frequently used within the FHPD are only capitalized, e.g., Annotated Code of Maryland, Maryland Vehicle Law, FHPD Manual.

Chapter 1 Section 6

E. Usage of "a" and "an"

1. Use "a" before words beginning with a consonant or consonant sound (including "y" or "w" sounds).
Example: Write a one-page report. (The "o" in one is a "w" sound, a consonant sound.)
2. Use "an" before words and acronyms beginning with a vowel or consonants with a vowel sound.
Example: an hour early, an MVA form.

F. Second and subsequent page identification

At the top of second and subsequent pages of an order enter: GO No: XXXX-XX followed by the subject. (Do the same for a SO or Memoranda.)

Example: GO No. 2015-1 Manual System

G. Percent Change

The calculation for the percent (%) change from one number to another is obtained by getting the difference between them (subtraction) and dividing that difference from the number of the event or events that occurred first, then multiply that number by 100, and add a percent (%) sign.

If the numbers increase from the first set to the second, add a plus (+) sign, if the decrease, a minus (-) sign.

Examples:

Speeding Citations		Difference	Divide	Multiply by 100	Add a Plus sign since numbers increased
Years					
2013	2014	20 (135 – 115)	20 / 115 = .174	174 x 100 = 17.4%	+17.4%
115	135				

Speeding Citations		Difference	Divide	Multiply by 100	Add a Minus sign since numbers decreased
Years					
2013	2014	35 (215 – 180)	35 / 215 = .163	.163 x 100 = 16.3%	-16.3%
215	180				